S E C R E T

OFFICE OF TRAINING

Operations School

Staff Training

CLANDESTINE SERVICE RECORDS II #5-70

19 - 23 January 1970

Room 1A-13, Headquarters

25X1A

███████████████

Chief Instructor

Room 615, 1000 No. Glebe Road
Ext. 3396

Group I
Excluded from automatic
downgrading and
declassification

Clandestine Service   Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for
Operations Officers and intelligence and clerical assistants
who support operations through the recovery of information
about persons of interest to the Clandestine Service . It
introduces the principles, techniques and specific procedures
used in exploiting the various records of the Agency and other
resources of biographic information. This course emphasizes
research as performed by Headquarters personnel.

Biographic Research has often been called "name checking"
and has been thought of as an administrative process. Persons
who have insufficient knowledge of either the appropriate extent
of the investigation or research or of the available sources of
information have often been assigned to the "name check" task.
As the Agency's operations became more complex and the record
of these operations became more extensive, recovery of information
from the record required more highly specialized knowledge to
perform an adequate name check. This course represents a
synthesis of the experience of professionals in the field of bio-
graphic research. The course provides an introduction to the
professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic
research, the importance of this research as a part of the
investigative process, and in the available resources and
repositories of information. Exercises in biographic research
and in preparation of the reports required have a prominent place
in the curriculum as well as practical work in responsibilities to
the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief
Instructor. The reading materials constitute an important
part of the information which the student should absorb.

Monday, 19 January 1970   **25X1A**

0830 - 0900   Administration and Course
                   Introduction

0900 - 0950   Biographic Research in the
                   CS

                   An outline of research and
                   investigative procedure. Bio-
                   graphic research at Head-
                   quarters related to investigation
                   at the Field Station.

1000 - 1050   CI/OA: The Relation of its
                           Records to the CS
                           Mission

1100 - 1200   CRS/Biographic Research

                   A description of the materials
                   and services available to the
                   researcher in Central Reference
                   Service.

1200 - 1300   Lunch

1300 - 1340   The Office of Security Index
                   and Biographic Services

                   A description of the services
                   provided by the Office of
                   Security in both the checks
                   of the various other US Govern-
                   ment agencies and in providing
                   investigative or research
                   services.

1350 - 1440   Introduction to non-CS indices
                   and files.

Tuesday, 20 January 1970   25X1A

0900 - 1000   Collation and Analysis of
                     Biographic Information

1000 - 1500   Biographic Research
                     Practical Exercise

Wednesday, 21 January 1970

0900 - 1400   Biographic Research
                     Practical Exercise (continued)

1400 - 1440   Writing the Meaningful Reply

Thursday, 22 January 1970

0900 - 1400   Biographic Research
                     Practical Exercise (concluded)

Friday, 23 January 1970

0900 - 1130   Critique of Practical Exercise

1130 - 1200   Final Administration

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment